

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **AIRPORT MANAGER**

##### **DEFINITION:**

Under direction, to be responsible for the operation, maintenance and security of a general aviation airport; to coordinate airport capital improvement projects; to assist in long range planning of airport operations and maintenance functions; and to perform related duties.

##### **\* EXAMPLES OF DUTIES:**

- Controls use of airport runways and facilities;
- Inspects airport facilities to determine maintenance needs and user compliance with regulations;
- Recommends and develops proposals for new construction, major maintenance projects and FAA and State of California grant acquisitions;
- Coordinates and monitors construction, installation and maintenance projects for consistency with airport operations, FAA guidelines and contract specifications;
- Directs emergency field operations;
- Controls the opening and closing of the airfields;
- Researches and recommends major equipment procurement;
- Assists in the development, negotiation and administration of major airport construction, maintenance and service contracts;
- Recommends procedures and regulations to increase user benefits, safety and revenues;
- Develops and administers revenue enhancement projects;
- Controls inventory of airport materials and equipment;
- Develops and administers preventive maintenance programs for airport facilities;
- Ensures compliance with FAA policies and directives, including regulations and advisory circulars;
- Selects, assigns, trains and evaluates the work performance of assigned personnel;
- Interprets and explains Federal and City airport regulations to the public, facility users and tenants;
- Prepares and monitors airport operating budgets and projects revenues;
- Conducts administrative studies related to airport operations;
- Participates in interagency aviation committees;
- Controls ground operations for special events such as air shows;
- Takes and reports weather observations;
- Prepares reports, presentations and correspondence.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience in airport operations such as airport management, airport operational maintenance, or air traffic control. Possession of a Commercial Pilot's License with an Instrument rating or Military Aviation Rating **OR** an Associate of Arts degree in Airport Flight Operations of Aviation Management may substitute for one year of the required experience. Possession of a valid California Class C Driver's License and a U. S. Weather Bureau Certificate.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.